

2 February 1981

NOTE FOR: Chief, Benefits and Services Division

FROM:   
Chief, Insurance Branch

SUBJECT: Space Projections for FY 1983

REFERENCE: OPPPM/ADMIN Note Dated 29 January 1981, Same Subject

1. As you are aware, the Insurance Branch is currently working in extremely cramped quarters with some eight individuals actually occupying work stations in what ordinarily would be corridor space. To alleviate this situation we would need approximately 560 additional square feet of office space to be subdivided into four rooms, each 10' by 14'.

2. In addition to the above we are in the middle of discussions with Mutual regarding computerization of our claims operations. If we decide to go with computers, there will definitely be a need for increased office space in FY-83 and perhaps earlier to accommodate the requisite equipment. Based on information already provided by Mutual, approximately 480 square feet will be required for the basic computer operations area. Within our current office configuration this means that six individuals would be displaced from their current work stations and would require relocation.

3. In sum, our current requirement is for an additional 560 square feet of office space to alleviate already cramped quarters. With computerization we will need an additional increase of 480 square feet. Our total requirement for increased space would then be 1,040 square feet.



STAT

ADMINISTRATIVE & INTERNAL USE ONLY

2 February 1981

MEMORANDUM FOR: Chief, Benefits and Services Division

FROM :   
Chief, Incentive Awards Branch

SUBJECT : Office Requirements for FY 1983

1. The proposed requirements for FY 1983 are the same as those needed in FY 1981 (see attached).

2. We need the extra space to accommodate the word processing equipment for which the justification report has been submitted, the computer terminal, for which the software is nearing completion, and, just as important, to alleviate the crowded, smoke-filled environment that is causing personnel morale problems within the Branch.



STAT

Att

STAT

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

# ROUTING AND RECORD SHEET

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

SUBJECT: (Optional)

Space Projections for FY-83

FROM: DD/PPPM/SP 5E-56 Hdqrs.	EXTENSION	NO.
	DATE 9 February 1981	
TO: (Officer designation, room number, and building)	DATE	
	RECEIVED	FORWARDED
1. OPPPM/Admin 5E-58 Hdqrs.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

The following are space projections for Special Programs:

RAD: No change.

CPD: Will require additional space for files but this is in Headquarters Bldg.

BSD: 1200 sq. ft., Ames, IB  
 268 sq. ft., Ames, IAB

See attached description.

Atts.

JDAW -

*subject file  
on SPACE  
Ed*

30 October 1979

MEMORANDUM FOR: Deputy Director of Personnel for  
Special Programs

STAT FROM :   
Acting Chief, Benefits and Services Division

SUBJECT : Space Requirements

REFERENCE : Memo from C/ADS/OL, same subject, dtd 16 Oct 79

1. Benefits and Services Division anticipates no change in space requirements in the Headquarters Building for the foreseeable future.\* An additional 280 square feet of space is currently needed in Ames Building to alleviate the crowded work conditions that exist in Insurance Branch where an internal corridor is being used as work space. This was the result of additional personnel having been added to the Claims Section but no additional space to accommodate them.

2. By January 1981, an estimated 140 additional square feet will be needed in the Insurance Branch in Ames Building to accommodate computer terminals and support machinery which are to have been installed by that time.



STAT

*Ernie -*

*\* Needs reported in HMAB Statement on space not pertinent to this report but should be discussed with Paula as a "within OP" space matter. Daw says "extra" cubical in HMAB should be confirmed as HMAB space.*

*WJB*

MEMORANDUM FOR 2003/08/26 : CIA-RDP84-00688R000200130004-7  
Approved For Release

*Space Requirement Reports  
From Branches.*

*(Negative Reports phoned  
in by CFB, TAB, EAA)*

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7  
Date

30 October 1979

Space Requirements:

The Insurance Branch (IB) occupies room 1J-27 Headquarters and rooms 916 and 926 Ames Building.

We do not expect our space requirements in the Headquarters building to change during 1980.

IB space requirements in the Ames building have increased by 280 square feet during 1979 and are expected to increase an additional 140 square feet by January 1981. Total increase by January 1981 is 420 square feet.

During 1979 IB increased the number of personnel in the claims settlement section. This resulted in the placement of employees in a walkway and other temporary seating arrangements. This problem will be compounded in 1981 by the installation of up to 18 computer terminals and support machinery in this same overcrowded work area.

STAT



TO: Kaye Ann - HMAB		DATE 10-24-79
ROOM NO.	BUILDING	
REMARKS:		
<p style="text-align: center;"> <i>Ernie</i>              Response to C/BSD by COB              30 October 1979.         </p> <p> <i>I've put this very brief and to the point. I'm working on a proposed re-arrangement of our current office lay-out in hopes a few moves will temporarily give some relief.</i> </p>		
FROM: C/BSD		
ROOM NO.	BUILDING	EXTENSION



Space Requirements  
HMAB, 1D-70

As you are already aware, the lack of adequate space to house the HMAB staff of four and our required materials/supplies creates an undesirable office condition. We virtually have no room to spare, no free work space to use for special assembling projects such as the HMAB agenda books every two weeks, framing, cleaning medals, etc.

Anne and Ellen are cramped together, and I have no way to close myself off from visitors, etc. when I need the privacy to work on such things as Job Description, special priority reports, whatever. I have yet the need to counsel anyone, but other than going to another room, there is no means to accomplish any private discussions.

The distractions from CPB are also a hinderance, and I'm sure the processees can hear every word we say, cause we sure can hear everything they say. The buzzing of the CPB access door, the ringing of their numerous phones and the conversations of the processees and CPB receptionists and other employees are always existent, and sometimes very nerve wracking.

Temporarily, it would help to rearrange the current office furniture, utilizing the little storage area\*for living space. A few additional square feet of space and some means of securing a quieter, more private, HMAB environment would be ideal. In the meantime, we will work on our proposed blue-print for rearrangement of current conditions/equipment.



STAT

\*the room to the left as you come in that doesn't belong to HMAB officially from what I understand.

**ADMINISTRATIVE INTERNAL USE ONLY**

30 October 1979

MEMORANDUM FOR: Chief, Benefits and Services Division/OP  
FROM : Chief, Incentive Awards Branch  
REFERENCE : Memorandum from [ ] Chief, ADS,  
LSD/OL dated 16 October 1979  
SUBJECT : Space Requirements

STAT

1. In order to efficiently cope with the requirements of our present Computer System and a revised project proposal which the Office of Data Processing has prepared, we need a VM terminal or word processing equipment within our office. Sufficient space exists within our present location to accommodate a terminal. However, Chief, Control Division/OP advises that it is virtually impossible to allocate a terminal to this one single office.

2. An alternative would be to seek relocation of the Incentive Awards Branch at Headquarters Building again. Once in that location I am told by ODP that more dependable and versatile equipment, including Mini Computers, may be used. As you know, our programs have been expanding substantially. By far the majority of our time has been needed in the Headquarters Building area for consultations with senior officials, office heads, Committee Members, Coordinators and evaluators who seek guidance.

3. It is recommended that Office of Personnel space plans for Fiscal Year 1980 include moving the Incentive Awards Branch to space within Headquarters Building.



STAT

**ADMINISTRATIVE INTERNAL USE ONLY**

# ROUTING AND RECORD SHEET

Approved [REDACTED] Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

SUBJECT: (Optional)

Space Requirements

FROM: <span style="background-color: black; color: black;">[REDACTED]</span>		EXTENSION	NO.	STAT
EA/OD/Pers SE-58, Hqs.			DATE	22 OCT 1979
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/Pers/P&C				<p>If you have no comments, please call. If there are any questions, check with Paula who will return from leave on Wednesday.</p> <div style="border: 1px solid black; height: 50px; width: 200px; margin: 10px auto;"></div> <p>Distribution:  Orig - Paula  1 - ea adse  1 - RDX Chrono  1 - D/Pers Chrono</p> <p>EA/OD/Pers/ <span style="background-color: black; color: black;">[REDACTED]</span>; kav  22 Oct 79</p> <p style="font-size: 1.5em; font-family: cursive;">Comments due 1 November.</p>
2.				
3. DD/Pers/R&P				
4.				
5. DD/Pers/SP C/BSD				
6.				
7. C/IRAS				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

16 October 1979

MEMORANDUM FOR: Executive Assistant, Office of Personnel

STAT FROM:

Chief, Architectural Design Staff, Logistics  
Services Division, OL

SUBJECT: Space Requirements

1. We are in the process of updating our file of present and future space requirements for Headquarters and external Agency buildings. In order to produce an accurate projection of these requirements, we need your assistance in developing the following data from the Office of Personnel:

a. The amount of increase or decrease in space requirements for Headquarters and external Agency buildings.

b. The approximate month and year that excess space will be available or additional space will be required.

c. Projected change personnel totals or special equipment that relate to your space requirements.

2. Please forward this data to C/ADS/LSD/OL, 1J45, Headquarters Building by 1 November 1979. If you have any questions on this matter, please call the undersigned on  Thank you for your cooperation.

STAT

OL 9 10, 126

15 February 1980

MEMORANDUM FOR: Chief, Benefits and Services Division  
FROM : Chief, Incentive Awards Branch  
REFERENCE : DD/A Memorandum 80-0382, dated 6 Feb 80,  
Same Subject

1. The Suggestion and Achievement Awards Program work volume continues to increase each year. To manage the increase we have requested additional equipment such as Delta Data 7000 Microprocessor (VYDEC or NBI) and a Paper Shredder. In addition, by FY 1982 we expect to face the challenge of operating a new computer program. As can be seen in Attachment A, the additional equipment would overburden our already crowded quarters.

2. In the very near future we will need the services of at least a part-time employee (Writer Editor). At present, we do not have sufficient desk space for this need.

3. Attachment B illustrates our anticipated office space needs for Fiscal Year 1982. They include an outer office (29'5" X 11'6") and three inner offices (15'10" X 9'10"). Recommend the area be vaulted (similar to 1215 Ames) so we can retain CODEWORD material in our safe in such an office area. Also, we could release about five combination safes if open shelf lock-type filing equipment could be procured. This measure should add efficiency to our daily office operations.



Executive Secretary  
Suggestion and Achievement Awards Committee

Atts

STAT

**ADMINISTRATIVE INTERNAL USE ONLY**

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

STAT

Next 1 Page(s) In Document Exempt

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:    
STAT OP/Admin  
5E-58, Hqs

EXTENSION

NO.

DATE

7 February 1980

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/Pers/SP  
5E-58, Hqs

The attached memorandum from C/Management Staff/DDA requests information regarding our space requirements for FY 1982 for Ames Building  

2.  

3.  

Please assess your needs for additional space, addressing questions a. and b. of the memo. Please forward your responses to me by COB 20 February 1980.

4.  

5.  

6.  

7.  

8.  

9.  

10.  

11.  

12.  

13.  

14.  

15.

DD/A 80-0382

6 FEB 1980

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training  
Chief, Information Services Staff  
Director, Personnel, Policy, Planning  
and Management

STAT FROM:   
Chief, Management Staff, DDA

SUBJECT: Agency Space Projections for FY 1982

REFERENCE: Multi-adse Memo fm C/OL/RECD dtd 5 Feb 80,  
Same Subject

1. As the attached memorandum indicates, OL is trying to gather data to respond to a short-fused GSA requirement. In discussing the memorandum with Real Estate and Construction Division (RECD) personnel, their needs are straight-forward. If you now or will before FY 1982 possess

STAT   
and your requirement for this space will change in FY 1982, explain:

- a. Why your needs will change; and
- b. How your needs will change with respect to the approximate amount of space to be gained or lost and the character of the gained or lost space (office, warehouse, or whatever).

2. Please submit your responses directly to OL/RECD by 25 February 1980 but provide me with an information copy. Negative responses are not required.

STAT

Attachment: A/S



STAT

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Space Projections for FY-1982

FROM:

C/BSO/SP/PersPP&M  
5E-56 Hdqrs.

EXTENSION

NO.

DATE

8 February 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Sent to:

C-1B

2. C-LAB

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please assume your activity will remain in Ames through FY-82, determine whether your space needs will increase or decrease, and answer questions a. and b. if there will be a change. I need your response by c.o.b. ~~18~~ February.

15

Attachments

ILLEGIB

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7				
SUBJECT: (Optional)				
FROM: <input type="text"/>		EXTENSION		NO.
STAT C/IB/BSD/SP/PersPP&M 926 Ames				DATE 12 February 1980
TO: (Officer designation, room number, and building)		DATE RECEIVED:      FORWARDED:		OFFICER'S INITIALS
1.	C/IB/BSD/SP/PersPP&M			Ernie: 1. This is keyed to <input type="text"/> memo re space projections for FY 82.
2.				a. The Insurance Branch currently occupies approximately 2600 square feet of office space located on the 9th floor Ames Building. Due to a realignment of the Branch's Claims Section in Jul 79 which increased this Section from 20 to 24 employees, additional space will be required.
3.				b. To accommodate this increase in personnel and alleviate serious overcrowding, it is requested that at least 280 square feet of additional office space be allocated to the Insurance Branch. This space should be contiguous to the Branch's existing office space.
4.				2. The above requirements are tangible. I would also expect that we would need additional space if and when our computer terminals arrive but it is difficult to estimate their impact on the Branch re space.
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

30 JAN 1978

MEMORANDUM FOR: Executive Assistant, Office of Personnel

VIA : Deputy Director of Personnel for  
Special Programs

STAT FROM : [REDACTED]  
Chief, Benefits and Services Division

SUBJECT : Update of Space in the Metropolitan  
Washington Area

REFERENCE : Memo from C/ADS/LSD/OL, same subject,  
dtd 18 Jan 78

1. This is to advise you of space needs in Benefits and Services Division to assist you in responding to referent.

2. The Insurance Branch was recently authorized an increase in strength of 7 positions; 5 insurance claims assistants, a records clerk and a clerk typist. We are in the process of filling these new positions now and will soon need added work stations for them in the Ames Building.

3. In addition, serious consideration should be given to returning the Incentive Awards Branch to the Headquarters Building. This activity has the vast majority of its customers in the Headquarters Building and [REDACTED] must attend numerous meetings in this building in connection with the Incentive Awards Program. Furthermore, this activity has frequent involvement with Top Secret documents and codeword material, the handling and transfer of which is complicated by Incentive Awards Branch being located outside the headquarters building. [REDACTED] requires office space for himself, an assistant, and a secretary.

Distribution:

0 - Addressee  
2 - C/BSD

STAT OP/BSD/[REDACTED]:mem (30 Jan 78)

18 JAN 1978

MEMORANDUM FOR: Logistics Officer, OP

STAT FROM:

[REDACTED]  
Chief, Architectural Design Staff, LSD/OL

SUBJECT: Update of Space in the Metropolitan  
Washington Area

1. We are in the process of updating our file of present and future space requirements for Headquarters and external Agency buildings. In order to produce an accurate projection of these requirements, we would like to ask your assistance in developing the following data for your component.

a. Amount of increase or decrease in space projected for Headquarters and external Agency buildings.

b. Approximate date, month, and year that this space requirement will be needed.

c. Projected change in personnel T.O. and special equipment that will cause these space requirements.

2. Please forward this data to OL/LSD/ADS, Room 1J45 Headquarters by 1 February 1978. If you have any questions on this matter, please call the undersigned on [REDACTED] Thank you for your cooperation.

STAT

STAT

NONE for RAD  
" for CPD

22 NOV 1977

MEMORANDUM FOR: Director of Personnel

VIA : Deputy Director of Personnel for  
Special Programs

STAT FROM :   
Chief, Benefits and Services Division

SUBJECT : Headquarters Space for Incentive Awards  
Branch

1. With the personnel reduction, there should be additional space available in the Headquarters Building. I note, for instance, that EA Division is involved in moving some of its components on the fifth floor.

2. While there are many high priority demands for Headquarters space, I believe that the Office of Personnel was given some encouragement by Mr. Blake that elements that were moved out of the Headquarters Building would be given serious consideration when space became available in the future. It seems like that time is here and I request that consideration be given to returning the Incentive Awards Branch to the Headquarters Building.



STAT

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

STAT

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7



22 NOV 1977

MEMORANDUM FOR: Director of Personnel

VIA : Deputy Director of Personnel for  
Special Programs

STAT FROM :   
Chief, Benefits and Services Division

SUBJECT : Headquarters Space for Incentive Awards  
Branch

1. With the personnel reduction, there should be additional space available in the Headquarters Building. I note, for instance, that EA Division is involved in moving some of its components on the fifth floor.

2. While there are many high priority demands for Headquarters space, I believe that the Office of Personnel was given some encouragement by Mr. Blake that elements that were moved out of the Headquarters Building would be given serious consideration when space became available in the future. It seems like that time is here and I request that consideration be given to returning the Incentive Awards Branch to the Headquarters Building.

**Distribution:**

- 0 - Addressee
- 2 - BSD

STAT OP/BSA/:mem (21 Nov 77)

STAT

88 NOV 1977

MEMORANDUM FOR: Chief, Logistics Services Division

STAT

FROM :   
Executive Assistant to the  
Director of Personnel

SUBJECT : Rehab Furniture

1. This summer your division arranged to have the metal furniture refinished in some of the components of this office. Needless to say the result was a great improvement and a boost to morale.

2. We appreciate this upgrading of our workstations in the units affected and request that you provide the same service to our Insurance Branch located in 926 Ames Building. The members of this branch utilize 35 workstations and are constantly involved in production work such as settlement of claims under the health benefits program, filing, etc. Refinished furniture would enhance the decor of the Insurance Branch and the morale of our employees.

3. If there are any questions please call the undersigned or

STAT



STAT

Distribution:

- Orig & 1 - Addressee
- 1 - D/Pers Chrono
- 1 - OP/Admin
- 1 - C/BSD

STAT

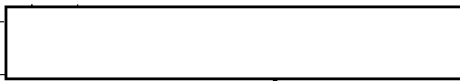
OP/Admin/ljc(8Nov77)

Bob :

Can you tell me  
what is needed on  
the "space" question  
from Log. Ernie  
has departed for training  
and asked me to  
follow up with you.

Bill B.

STAT



Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7  
STAT

Next 5 Page(s) In Document Exempt

Approved For Release 2003/08/26 : CIA-RDP84-00688R000200130004-7

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of Federal Property for Non-Federal Activity

FROM: C/BSD	EXTENSION	NO.  DATE: 7 April 1976		
TO: (Officer designation, room number, and building)	DATE <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">RECEIVED</td> <td style="border: none; width: 50%;">FORWARDED</td> </tr> </table>	RECEIVED	FORWARDED	OFFICER'S INITIALS  COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
RECEIVED	FORWARDED			
1. DD/Pers/SP	8 APR 1976	<p>To 1: STAT</p> <p>I discussed this with [ ] OL. It is too late for the Agency to take a position on this matter with GSA. We will have to wait for the OMB circular to see what discretion is left to each Agency. Once the circular is received, either Log or OP should be designated as action office and OGC should be asked for an opinion. I would suggest a memo from D/Pers to D/Log with copy to OGC:</p> <ul style="list-style-type: none"> <li>a. review what has happened;</li> <li>b. indicate our interest in any future action as an affected party;</li> <li>c. suggest a joint briefing of DDA of possible problem.</li> </ul> <div style="text-align: right; margin-top: 20px;">                 [ ] STAT                  C/BSD                  OK draftone                  hu STAT                  16 Sep 76 [ ]             </div>		
2.				
3. <i>cl Pers</i>				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13. ILLEGIB				
14.				
15.				